

## Reassignment Agreement Guidelines

A reassignment is a change in an employee's status resulting from assignment to a position in a lower salary grade. The action is a change resulting from a mutual agreement between the employee and employer (e.g., choice of the employee; organizational needs, such as reorganization or reduction in force; or other mutually agreed upon arrangement). The action is not disciplinary. (You may also want to refer to the [Demotion Guidelines](#).)

### A Reassignment Agreement should contain the following information:

- Management has approved the action.
- The employee is in agreement
- Using the checklist items below, the manager/supervisor includes all that are applicable in the agreement. You may also refer to the [Reassignment Template](#), and the [DHHS Employee Relations, Disciplinary Action Policy](#).

### Checklist of items to be included in a Reassignment Agreement

- ☐ Type of Action (Reassignment).
- ☐ Effective date of action.
- ☐ Current and new position, salary grade and salary.
- ☐ Reference Policy.
- ☐ Specifics of the agreement (temporary/permanent).